

ANNEXURE -1

“Empanelment of Event Security Agency”

The Security Agency will be responsible for ensuring and certifying that all work in event occupied area like temporary set-up / dismantling (like stands, machine handling, the stage, double story stand, etc.), organizer/visitor/exhibitor/vendors movement, is adequately & safely implemented and monitored on the site and in surrounding location of area within Yashobhoomi.

They are responsible for securing the premises property, human life, interest of KINEXIN and SPV, Yashobhoomi from any type of operation / action / alien insertion in Yashobhoomi. They will have a duty to manage and monitor the overall area throughout its execution & implementation.

The Security Agency will be one of the first points of contact before the initiation of any temporary structure set-up. They will be consulted by the client, exhibitor, vendor, and construction team to consider the overall supervision under the guidance of KINEXIN.

This Security Agency will be appointed by the client, exhibitor, vendor, and construction team, who will be responsible for the event/exhibition at Yashobhoomi.

Security Agency needs to be competent in their areas of work, with the appropriate up-to-date training, qualifications, and experience required for the complexity of the task at hand. All their crew members should be equipped with all type of essential security gadgets supported by other high-end devices, gadgets, infrastructure (road barriers, q-manager, baggage scans, etc.) etc.

Roles and Responsibilities of a Security Agency:

They have a duty to study & approve the plans/drawings and monitor the executions as per the approved design.

They should ensure that all works/events flow following relevant SOP, norms, rules & regulations which are set out by the organiser approved by KINEXIN. Furthermore, they are responsible for the permit to ensure that all appropriate steps have been taken to ensure the safe and secure atmosphere in the event.

They will be required to check periodically / patrolling that the works/event have not been altered and safe.

The role of the entity is an important part of the event process as they will be responsible for overseeing all areas of the works from creating the records and supervision throughout by regular patrolling and checks.

They will ensure that all work and events are carried out in accordance with the Yashobhoomi Working manual or applicable law of land, DFS and any other governing authority, or if they have its own procedure KINEXIN will work with these on a project-by-project basis with prior approvals.

They will also be responsible for health, safety, and welfare – should have a sound knowledge of legislation, hazards and safe systems of work, ability to manage health, safety, and welfare within own area of responsibility. They should have interpersonal skills and communication – ability to communicate well with others at all levels, ability to discuss ideas and plans competently and with confidence.

They make sure their crew should be able to demonstrate that they have in place effective arrangements for controlling all types of risks arising or may arise in works in event:

- Preparation of an adequate design/plan brief.
- QRT / RAT team and their scope of work.
- Design/plan risk assessment and methodology of improvement
- Independent checking at all areas of works design.
- Issue of random patrolling / check certificate of supervision.
- Pre and post event inspection
- Sealing of the non-working area and hall during event closure.

They will be responsible for checking that all work has been carried out in accordance with the working manual, plans and issuing a formal "permit" where necessary.

They are responsible for ensuring that the procedures for the controlling and safe works are implemented on-site. Also responsible for ensuring that suitable and regular checks are implemented on site in accordance with the KINEXIN rules.

They should have a formal appointment with the organizer/contractor and should have adequate authority to carry out his/her tasks, including stopping the work if it is not satisfactory.

Requirement

They should have relevant up-to-date training, experience, and qualifications appropriate to the complexity of the project. Ideally, they would:

- Have experience of the relevant types of work.
- Have completed formal training as per G-guide / working manual.
- Should be a Certified Security Agency

Security basic deployment for any show in Yashobhoomi must adhere to the KINEXIN's deployment rules, which must be approved by the KINEXIN before submission to client. Before making obligations or providing confirmation to the client, the agency chief must notify KINEXIN of any deviations.

Record of work

It should contain a list of all identified temporary work items associated. These can be set out as a table using appropriate headings, which could include:

- Office and Training Academy in Delhi NCR.
- Monthly training with Venue security team.
- Permanent Manpower of at least 100 trained and certified Guards.
- Communication for event as point of contact and Security drill - Pre and Post Event.
- Security infrastructures – Walkies, Whistle, P.A., DFMD, HHMD, Barricading, baggage scanner, temporary light, binoculars, light batons, search lights, reflectors, etc.

References: Working manual (<https://www.iicnewdelhi.com/notice>)